



Teaching Assistant Level 1 Recruitment Pack
Spalding Parish C of E Day School
Part of the Lincoln Anglican Academy Trust

Schools serving their communities through Excellence, Exploration and Encouragement within the love of God





At the heart of our diverse community, striving for excellence, enabling all to achieve their highest potential.

'Start by doing what's necessary, then do what's possible; and suddenly you are doing the impossible.' **St Francis of Assisi**

TEACHING ASSISTANT LEVEL 1

From September 2021

1 x 15 hours per week 3 hours each afternoon (to include lunchtime)

G3 Point 11-15 being £17,287-£18,072 FTE

Working 39 weeks per year (Term time and inset days)

Here at Spalding Parish Church of England Day School we aim to be an outstanding, values-based, nurturing Church school at the heart of our culturally diverse community, striving for excellence, enabling our children to achieve their highest potential in all areas of the curriculum.

Together at SPCEDS we are on a continuing learning journey to support the children, families and wider community that we serve. We firmly believe in supporting the children to develop the essential skills for life in an ever changing world.

Our children learn to become resilient and self-assured in a safe, inclusive and nurturing community. All of our staff play a part in this work and everyone is challenged and encouraged to thrive and achieve as individuals.

Our school is proud to be a part of the Lincoln Anglican Academy Trust, an expanding and forward-thinking multi-academy trust, with a commitment to the nurture and development of talented staff. This relationship brings great strength to the school and enhances the CPD opportunities for all of our staff.

We are seeking to appoint a part time Teaching Assistant to join our dedicated and friendly team.

The successful candidate will need to have good communication and interpersonal skills, high expectations and a real commitment to achieving the very highest of standards.

Applications are welcomed from candidates who can demonstrate that they:

- Have an NVQ2 or equivalent
- Have experience of knowledge of effective strategies in supporting children social communication difficulties and social, emotional and mental health needs
- Are creative and caring with a commitment to high quality educational provision.
- Have a good standard of spoken and written English

The successful applicant will be expected to:

- Provide support for the children's additional needs and follow and implement the Individual Support Plans
- Prepare resources and teaching materials
- Work with individual children under the supervision of teaching staff and provide feedback to the teacher.
- Assist children with eating, dressing and hygiene, as required, whilst encouraging independence.

In return we can offer you the opportunity to be part of our happy, successful and ambitious school. We have an excellent staff team, wonderful children and a supportive school community.

Visits to our school are warmly welcomed and encouraged and will fall in line with current social distancing rules.

To apply please send your completed application form to Jo Crossley at Spalding Parish Church of England Day School.

For further information, an informal discussion or to arrange a visit, please contact Diane Mulley on 01775 72233 or by email at office@spaldingparish.lincs.sch.uk

CLOSING DATE FOR APPLICATIONS: Wednesday 14th July 2021

INTERVIEWS: WB Monday 19th July 2021

START DATE: September 2021

The Trust promotes diversity and wants a workforce which reflects Christian Value. Applications are welcome from all, irrespective of gender, sexuality, race, religion, marital status, age, or disability.

The Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. We will require the successful applicant to undertake an Enhanced criminal record check via the DBS.

Welcome from the CEO

The Lincoln Anglican Academy Trust is a unique organisation that celebrates the individuality of every school whilst promoting an uncompromising belief in the power of collaboration and distinct Christian ethos to support all pupils and staff to be the best they can be.

Established as a multi-academy trust by the Diocese of Lincoln in 2013, we've grown to serve 16 academies across three local authorities of Lincolnshire, North Lincolnshire and North East Lincolnshire.

You will be joining a well-established and successful trust - ready to support your development. As a trust, we work closely with our schools to provide high quality central capacity (around school improvement, HR, finance and health and safety) so that you can focus on the things that matter most – creating inspiring, inclusive and nurturing learning opportunities that will empower true transformation.

Within LAAT, we have a shared vision that schools serve their communities through excellence, exploration and encouragement within the love of God. For colleagues and I, this represents a personal and collective commitment, that every child and adult is supported to realise their full potential. Our commitment to our communities is resolute.

In joining, you will find an organisation that is purposeful, determined and impassioned in its obligation to drive lasting impact. We invest in our team members, support aspiration and provide development pathways that you are unlikely to find anywhere else.

I would like to thank you for your interest in this exciting opportunity and hope you're inspired to join us.

Jackie Waters-Dewhurst

Chief Executive Officer

For more information about the Trust or the School please see links below.

www.thelaat.co.uk

<https://www.spaldingparish.lincs.sch.uk/>

<https://www.spaldingparish.lincs.sch.uk/page/?title=School+%26amp%3B+National+Data&pid=67>

Job Description – Teaching Assistant Level 1

Grade: LAAT G3

Responsible to: Headteacher/Head of School

Core Purpose

To work with teachers to support teaching and learning providing general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the classroom teacher.

Key Tasks and Responsibilities

Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher.

Support pupils to understand instructions and support independent learning and inclusion of all pupils.

Support the teacher in behaviour management and keeping pupils on task.

Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.

Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of pupils' work and contribute to maintaining a safe environment.

Teaching Assistants in this role may also undertake some, or all of the following:

Record basic pupil data.

Support children's learning through play.

Assist with break-time supervision including facilitating games and activities.

Assist with escorting pupils on educational visits.

Support pupils in using basic ICT.

Invigilate exams and tests.

Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.

Other

The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

The postholder is required to carry out the duties in accordance with LAAT Equal Opportunities policies.

The postholder is required to carry out the duties in accordance with the LAAT Health and Safety policies and procedures.

All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Academies' Safeguarding Policy. In addition, employees working with children have a responsibility to safeguard and promote the welfare of during the course of their work.



**TEACHING ASSISTANT
PERSON SPECIFICATION**

Training/Qualifications/Experience	Essential	Desirable
Experience of working with children in an educational environment		*
Experience of working with or caring for children	*	
5 GCSE's with a minimum grade C or above in English and Mathematics or equivalent qualifications	*	
NVQ Level 2 or Equivalent or working towards	*	

Professional knowledge and understanding

Knowledge of Safeguarding Procedures	*	
Good listening, oral and literacy skills	*	
Understanding and knowledge of the support required to meet the differing needs of children	*	
Basic knowledge of first aid		*
Ability to use appropriate judgement to seek and clarify detail where appropriate and escalate issues when necessary	*	
Awareness of the sensitivities of information and ability to apply confidentiality and discretion	*	

Safeguarding Children

Current Safeguarding Training		*
Enhanced DBS Clearance	*	
Awareness of the importance of safeguarding and promoting the welfare of children	*	
A commitment to maintaining up to date knowledge of child protection legislation and guidance	*	

Personal and Professional Skills and Attributes

Empathy with the mission and vision of the Church of England and the Diocese of Lincoln	*	
Positive attitude towards personal development and training	*	
A commitment to developing children as independent learners	*	
Demonstrate effective teamwork skills	*	

Approach to work – candidates should:

Have flexibility to changing demands as needed	*	
Prioritise as required to meet the demands of the role	*	
Have attention to detail	*	

Behaviour Competencies - Candidates should:

Be respectful and able to act with tact and diplomacy	*	
Be empathetic and demonstrate an awareness of the differing needs of colleagues and pupils	*	

Other

Be a positive role model	*	
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Our commitment to you

We believe that our all schools are fantastic places to work. Our commitment to you is important, throughout the recruitment process and beyond. Our culture is one of development, equality, and consistency. We aim to demonstrate this through the below:

- Transparency – we will treat you with respect, honesty and fairness.
- Protecting your privacy – we will ensure your information is secure and handled sensitively and in line with our Privacy Policy for prospective staff.
- Showcasing talent – we'll provide a good opportunity for you to share your skills, experience and potential.
- Feedback – we will provide constructive feedback professionally.
- Listening – we welcome feedback.

We hope to ensure that you have a positive experience throughout the recruitment process by:

- Providing you with clear, accurate and timely information.
- Giving you the opportunity to ask questions – and providing you with answers.
- Following a fair assessment process.

Please see link to our privacy notice for prospective candidates
<https://www.thelaat.co.uk/blog/?pid=9&nid=2>

